



BSO Tutorial for Tax Year 2009

W-2 Online

Contains the following lessons:

- [Create/Resume Forms W-2 Online](#)
- [Download Submitted Reports](#)

LESSON 1: CREATE/RESUME FORMS W-2 ONLINE

Follow the instructions below to create up to twenty (20) Forms W-2 online.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bso/bsowelcome.htm.

Social Security Online
www.socialsecurity.gov

Business Services Online
Welcome to Business Services Online

Online Services Availability
Monday-Friday: 5 AM - 1 AM EST
Saturday: 5 AM - 11 PM EST
Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

Information

- [BSO Electronic W-2 Filing Handbook](#)
- [SSNVS Handbook](#)
- [Video - Software Demonstration](#)
- [Tutorial](#)
- [Employer Information](#)
- [Suite of Services](#)
- [Apply For EIN](#)
- [Navigation](#)
- [Online Security Policy](#)
- [The Privacy Act and the Freedom of Information Act](#)
- [Contact Us](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

News

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification](#)
- [Form SSA-1694 News](#)

Business Services Online
BSO HELP

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

[Información para el Empleador en Español](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration [what is this?](#)

Explanation of BSO Services

Reporting Wages to the SSA
Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.
[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)
For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.
[More information about Verifying Social Security Numbers](#)

Form SSA-1694 Request for Business Entity Taxpayer Information
Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO.AREP.Registration@ssa.gov.
Select Login to complete, update or view the Form SSA-1694.
Select Register to obtain a User ID and password to complete the Form SSA-1694.
[More information about the Attorney Fee Service](#)

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel.
For TDD/TTY call 1-800-325-0778.

USA.gov Privacy Policy | Website Policies & Other Important Information | Site Map
Last reviewed or modified Wednesday Nov 21, 2007 [View Larger Text?](#)

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

The screenshot shows the Social Security Business Services Online (BSO) login page. The header includes the Social Security Online logo and the BSO Welcome | BSO Information | Keyboard Navigation links. The main content area is titled "Log In to Online Services" and features three sections: "Online Services Availability" on the left, "New User?" in the center, and "Existing User?" on the right. The "New User?" section explains that users must create an account and lists the required information: personal information, contact information, and password/security questions. It includes a "Create Log In Account" link and a note about phone/form registration. The "Existing User?" section prompts users to log in with their User ID and Password, providing links for "Forgot user ID?" and "Forgot your password?". Below the login fields is a "User Certification" section with a text box for terms and conditions and a checkbox for "I have read & agree to these terms." A "Log In" button is located at the bottom right of the login area. The footer repeats the Social Security Online logo and the BSO Welcome | BSO Information | Keyboard Navigation links.

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Need to complete a [phone/form registration](#)?

Existing User?
Please login in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

☐ I have read & agree to these terms.

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN PUBLIC
Logout

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Main Menu

Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

Report Wages To Social Security
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.

Report Wages To Social Security

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example on page 4).

The screenshot shows the 'Wage Reporting Attestation' page within the Business Services Online (BSO) portal. The header includes the Social Security Online logo and the BSO Main Menu, BSO Information, Keyboard Navigation, and Logout links. The main heading is 'Wage Reporting Attestation'. Below this is the 'User Certification for Electronic Wage Reporting' section, which contains a paragraph stating that the user understands that the Social Security Administration (SSA) will validate the information provided against the information in SSA's files, and that the user certifies they are the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer. Below the certification text is a note stating that by selecting the 'I Accept' button, the user certifies that they have read, understand and agree to the user certification of Business Services Online. At the bottom of the certification section are two buttons: 'I Accept' and 'I DO NOT Accept'. A footer bar contains the text: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

Social Security Online Business Services Online
www.socialsecurity.gov BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Wage Reporting Attestation

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

The system displays the Electronic Wage Reporting (EWR) home page (see screen example on page 5).

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Keyboard Navigation | Logout



Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online
Forms W-2c/W-3c Online
Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save Submitted Report\(s\) to Your Computer](#)
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Wage Report Status](#)
Check report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Alerts and News for EWR

[E-mail a Wage Reporting Expert](#)

[Informacion en Español](#)

Online Tutorials & Training

[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[Software Demonstration](#)
[FAQs - General Employer](#)

Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 7: Forms W-2/W-3 Online tab is default.

Select the **Create/Resume Forms W-2/W-3 Online** link.

If there are no unsubmitted reports, the system displays the Before You Create Your Form(s) W-2/W-3 page. Go to [Step 9](#) (see screen example on page 8).

If there are unsubmitted Forms W-2/W-3, the system displays the Forms W-2/W-3 Online Unsubmitted Reports page (see screen example on page 6).



*If you have any existing unsubmitted reports, the system will display the Unsubmitted Reports page. For Tax Year 2009, you may have a maximum of fifty (50) unsubmitted reports at one time. When you have reached the fifty (50) 'saved' report limit, you must first submit an existing report in order to be able to start a new report. If there are forty-nine (49) or fewer reports, you may continue without submitting the existing reports by selecting the **Start a New Report** button.*

Social SecurityOnline
Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Unsubmitted Reports

You have 1 saved report that you have not yet submitted.
To resume a previous report, select the "Edit" button next to the report.

Note: Unsubmitted reports are deleted if you do not resume working with them before the purge date.

	Employer Name	EIN	# of Form(s) W-2	Save Date ▲	Purge Date
Edit Delete	Test Employer	000000000	0	07-29-2009	11-26-2009

Cancel
Start a New Report

[Need help with this page?](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 8: Select the **Start a New Report** button. The system displays the Before You Create Your Form(s) W-2/W-3 page (see screen example on page 7).

Select the **Cancel** button, if you want to go to the EWR Home page.

Social Security Online
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Electronic Wage Reporting (EWR)
EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Before You Create Your Form(s) W-2/W-3

Please answer the following questions:

▶ Is this report for wages paid in Tax Year 2009? ☒ Yes ☐ No

▶ For whom are you filing?

Check for Exceptions

Does this wage report involve any of the following uncommon situations? [More Info](#)
If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you attempting to file Forms W-2c?
- Are you filing for wages earned in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the Virgin Islands?
- Are you filing for Self-Employed income that is from a church or religious organization?
- Agent Indicator codes?
- Are you submitting [Third-party Sick Pay Recap Forms W-2 and W-3](#) described in part 6 of Internal Revenue Service publication 15-A?

☐ Yes, one or more of these situations apply to this wage report.


[Need help with this page?](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 9: If the report is for wages paid in Tax Year 2009 and none of the situations listed in the Check for Exceptions section apply, the system will display the Employer Information for this Wage Report page when the Continue button is selected. (see the screen example on page 10).

If the report is not for wages paid in Tax Year 2009 or any of the situations listed in the Check for Exception section apply, the system will display the W-2 Online Restrictions page when the Continue button is selected. (see screen example on page 8).


From the W-2 Online Restrictions page, select the **EWR Home Page** button to return to the EWR Home page.

Social Security Online Electronic Wage Reporting (EWR)	
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout	
 Forms W-2/W-3 Online	
W-2 Online Restrictions	Need help with this page?
<p>According to the answers you provided on the Before You Start page you are not eligible to use W-2 Online to file this wage report because of the restrictions and limitations of the W-2 Online system.</p> <p>You may use the File Upload application if you have software that produces EFW2 formatted electronic files to file this wage report, you may use paper W-2 forms for filing this wage report or you may view a list of vendors who provide products and services which may enable you to file Forms W-2 electronically.</p> <p>EWR Home Page</p>	
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778 .	

Social Security Online

Electronic Wage Reporting (EWR)

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout



Forms W-2/W-3 Online

Steps: 1 Employer Information 2 Form(s) W-2 3 W-3 Preview 4 Review 5 Sign & Submit 6 Confirmation

1 Employer Information for this Wage Report

Fields marked with an asterisk (*) MUST be completed.

Enter/Review Employer Information for this Wage Report

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate [IRS employer tax return form](#).

*Employer Name:

*EIN:

*Country:

Address Line 1:

Address Line 2:

*City:

*State Abbreviation (for U.S.) / Province:

*ZIP/Postal Code: ZIP Ext. (U.S. only):

Contact Person for this Submission

*Name:

*E-mail:

*Phone: Ext:

Fax:

Other Information

Please fill in the following if they apply to you (these are generally uncommon).

Other EIN Used this Year for this Employer:

Establishment Number:

W-3 Control ID:

Kind of Payer

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

*Kind of Payer:

Warning: Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

☐ 941 (Regular)

☐ Household Employer

☐ 943 (Agriculture)

☐ 944 (Regular)

☐ CT-1 (Railroad)

☐ Medicare Government Employer (For Government Employers only)

☐ Third-Party Sick Pay

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 10: Enter employer information, contact person information, and kind of payer information.



All fields marked with an asterisk must be completed.

NOTE

Select the **Continue** button on the Employer Information for this Wage Report page. The system displays the Enter W-2 Information page (see screen example on page 11).

Social Security Online Electronic Wage Reporting (EWR)
www.socialsecurity.gov | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Forms W-2/W-3 Online

Steps: ① Employer Information ② **Form(s) W-2** ③ W-3 Preview ④ Review ⑤ Sign & Submit ⑥ Confirmation

② Enter W-2 Information
 You are currently working on W-2 number: 1 of 20. [Need help with this page?](#)

Fields marked with an asterisk (*) MUST be completed.

a * Employee's social security number [] - [] - []		For official use only OMB No. 1545-0008	
b Employer identification number 00 - 0000000		1 Wages, tips, other compensation \$ []	2 Federal income tax withheld \$ []
c Employer's name, address, and ZIP code Test Employer BALTIMORE, MD 21222		3 Social security wages \$ []	4 Social security tax withheld \$ []
		5 Medicare wages and tips \$ []	6 Medicare tax withheld \$ []
		7 Social security tips \$ []	8 Allocated tips \$ []
d Control number []		9 Advance EIC payment \$ []	10 Dependant care benefits \$ []
e Employee's first name, middle initial, last name and suffix * First: [] Middle: [] * Last: [] Suffix: []		11 Nonqualified plans: Section 457 distributions or contributions \$ [] Not section 457 distributions or contributions \$ []	12a Code: []
f Employee's address * Country: United States Address line 1: [] Address line 2: [] * City: [] U.S. address or a foreign address * State /Province: [] * ZIP /Postal code: [] ZIP Ext. (U.S. only): []		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b Code: []
		14 Other Description(1): [] Amount(1): \$ []	12c Code: []
		Description(2): [] Amount(2): \$ []	12d Code: []
15 Employer's State ID number []	16 State wages, tips, etc. \$ []	17 State income tax \$ []	18 Local wages, tips, etc. \$ []
			19 Local income tax \$ []
			20 Locality name []

Cancel Changes Delete this W-2 Save and Start Next W-2 Save and Go to W-2 List

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 11: Enter the W-2 data in the appropriate boxes.

STEP 12: You may create one or more W-2s from the Enter W-2 Information page by selecting the following options:

Save and Start Next W-2 button to save this W-2 information and create another W-2. The system may display some alert information after selecting this button. If an alert is displayed you may proceed by making corrections to the W-2 or by selecting the override checkbox.

When you finish creating W-2s, select the **Save and Go to W-2 List** button to save W-2 information and proceed to the W-2 List for this Submission page (see [Step 14](#)). The system may display some alert information after selecting this button. If an alert is displayed you may proceed by making corrections to the W-2 or by selecting the override checkbox. Go to [Step 14](#).



*You can enter a maximum of twenty (20) W-2s. The number of the current W-2 is displayed at the top of the W-2 Information page. When entering your twentieth W-2, the system will no longer display the **Save and Start Next W-2** button.*

STEP 13: From the Enter W-2 Information page, you may cancel changes made to a W-2 or delete a W-2 by selecting one of the following options:

Cancel Changes button to discard changes made to this W-2 and go to W-2 List for this Submission page.

Delete this W-2 button to delete this W-2 and return to the W-2 List for this Submission page.

Social Security Online Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-3 Preview ④ Review ⑤ Sign & Submit ⑥ Confirmation

② W-2 List for this Submission (TestEmployer)

To review or edit a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

This report was last modified on: Form(s) W-2 Entered: 1

Order Entered	Name	SSN	Wages (box 1)
Edit Delete 1.	Testlastname, Testfirstname	XXX-00-0000	\$100.00
Total			\$100.00

[Save and Quit](#)
[Edit Employer Information](#)
[Start a New W-2](#)
[Continue to W-3 Preview](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 14: From the W-2 List for this Submission page the following options are available:

Select the **Start a New W-2** button to create another W-2.

Select the **Continue to W-3 Preview** button to view the W-3 Preview for this Submission page. Go to [Step 15](#).

Select the **Edit Employer Information** button to change previously entered employer information.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to the Social Security Administration (SSA). When you select this button a confirmation page will be displayed for your assistance.

From the W-2 List for this Submission page select the **Edit** link to view and edit the W-2 data. Select the **Delete** link to delete the W-2. Whenever you select the delete link, a confirmation page will be displayed that will ask if you are sure that you want to perform that action.

STEP 15: The totals entered in Boxes 16, 17, 18, and 19 on the W-3 Preview for this Submission page are straight summations of state tax information entered on the Forms W-2. If you intend to use this form for reporting to your state and your state has different rules for reporting those totals, you may enter your own totals. This information will not be used by Social Security, nor will it be forwarded to any state or local entity.

Social Security Online Electronic Wage Reporting (EWR)

file:///C:/Data/HTML/W-3_Preview_for_this_Submission.htm#nogood EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ **W-3 Preview** ④ Review ⑤ Sign & Submit ⑥ Confirmation

③ W-3 Preview for this Submission

Ensure that the information on your Form(s) W-2 for this employer [reconciles](#) with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.

To edit this data, please [Return to W-2 List](#) and select the W-2 you need to edit.

a Control number		For Official Use Only OMB No. 1545-0008	
b Kind of payer 941 - Regular		1 Wages, tips, other compensation \$100.00	2 Federal income tax withheld \$10.00
		3 Social security wages \$0.00	4 Social security tax withheld \$0.00
c Total number of forms W-2 1	d Establishment number	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00
e Employer identification number 00-0000000		7 Social security tips \$0.00	8 Allocated tips \$0.00
Employer's name, address, and ZIP code Test Company BALTIMORE, MD 21222		9 Advance EIC payment \$0.00	10 Dependant care benefits \$0.00
		11 Nonqualified plans \$0.00	12 Deferred compensation \$0.00
		13 For third-party sick pay use only	
		14 Income tax withheld by payer of third-party sick pay \$ 0.00	
h Other EIN used this year		<p>Note:The state and local totals below reflect a straight summation of the state and local data you entered on the Forms W-2. If you use this form for reporting to your state and your state has different rules for reporting these totals, you may enter your own totals using your state's rules without affecting the amounts on the Forms W-2. Social security will not use this information and will not forward it to any State or local entity.</p> <p>You must check here to confirm these are the totals you want to show on this Form W-3.</p> <p>I Agree <input type="checkbox"/></p>	
15 State Employer's state ID number 1		16 State wages, tips, etc. \$ 100.00	17 State income tax \$ 10.00
		18 Local wages, tips, etc. \$ 0.00	19 Local income tax \$ 0.00
Contact person Testfirst Testlast		Telephone number 5555555555	
E-mail address person.test@ssa.gov		Fax number	

[Save and Quit](#) [Return to W-2 List](#) [Continue](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 16: From the W-3 Preview for this Submission page select one of the following options:

Select the **Continue** button to go to the Review Unsubmitted Form(s) W-2/W-3 page.
Proceed to [Step 17](#).

Select the **Return to W-2 List** button to return to the W-2 List for this Submission page.
Return to [Step 14](#) for more information.

Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA.

Social Security Online Electronic Wage Reporting (EWR)
www.socialsecurity.gov | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-3 Preview ④ **Review** ⑤ Sign & Submit ⑥ Confirmation

4 Review Unsubmitted Form(s) W-2/W-3

- Open the PDF file below to review your unsubmitted Form(s) W-2 and W-3.
- If you submit work electronically, do not mail paper Form(s) W-2 or W-3 to Social Security.**
- Once you have reviewed your Form(s) W-2 and W-3, print your forms and give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2 to Social Security.
- If you need to change any W-2 information, please select the Return to W-2 List button.
- When you believe the W-2 information is accurate, you can continue to the Sign & Submit step.
- Check with the IRS for online filing [deadlines](#).

Your Unsubmitted Copy

Your unsubmitted work has been saved for future use. [What's in this PDF?](#)

[Unsubmitted W-2/W-3 9K8278TG215153421.tmp](#) [Tips for Printing Form\(s\) W-2](#)

[Save and Quit](#) [Return to W-2 List](#) [Continue](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 17: From the Review Unsubmitted Form(s) W-2/W-3 page, select one of the following options:

Continue button to go to the Sign and Submit page. Here you will attest to the accuracy of the report and submit it to the Social Security Administration. Proceed to [Step 18](#).

Return to W-2 List button to return to the W-2 List for this Submission page. Return to [Step 14](#) for more information.

Save and Quit button to exit W-2 Online without submitting your wage report to SSA.



*A Confirmation page, "Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?", will be displayed when you select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA.*

The screenshot shows the Social Security Online Electronic Wage Reporting (EWR) interface. At the top, there is a red header with the Social Security Online logo and the title "Electronic Wage Reporting (EWR)". Below this is a navigation bar with links: "www.socialsecurity.gov", "EWR Home", "E-mail a Wage Reporting Expert", "Keyboard Navigation", and "Logout". The main heading is "Forms W-2/W-3 Online". A progress bar shows six steps: 1 Employer Information, 2 Form(s) W-2, 3 W-3 Preview, 4 Review, 5 Sign & Submit (current step), and 6 Confirmation. The "Sign and Submit" section contains a declaration box with the text: "Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me. By checking agreement below and selecting the 'Submit this Wage Report' button, I affirm that the above statement is true." Below this is a checkbox labeled "I, DENNIS MILLER, read and agree with the above." which is checked. A note states: "Note: You are only attesting to the accuracy of this information." At the bottom of the section are three buttons: "Save and Quit", "Previous", and "Submit this Wage Report". A footer note says: "* Once you submit this wage report electronically, do not send any paper forms to SSA." At the very bottom, there is a contact information line: "Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

STEP 18: Select one of the following options:

Check the “**I , <name>, read and agree with the above**” check box to attest, and select the **Submit This Wage Report** button to submit your wage report. The system will display the Confirmation Receipt - Your File Was Received page (see screen example on page 20). Proceed to [Step 19](#).

Save and Quit button to exit W-2 Online without submitting your wage report to SSA.

Previous button to return to the Review Unsubmitted Form(s) W-2 page. Return to [Step 17](#) for more information.

Social Security Online
Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-3 Preview ④ Review ⑤ Sign & Submit ⑥ Confirmation

⑥ Confirmation Receipt - Your File Was Received

Your wage report was submitted successfully. Thank you for using W-2 Online.

This Wage File Identifier (WFID) is your confirmation number: **KVW871**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

***** Do not mail us any paper Form(s) W-2 or W-3. *****

Your Receipt

Employer: ABC	Employer EIN: 00-0000000
Tax year: 2009	Payer type: 941 (Regular)
Received on: 01/24/2004 12:21 PM EST	

Windows Internet Explorer

Your upload was successful.
We recommend that you print this confirmation and save it for your records.

OK Cancel

Received: 1 W-3 (1 Form(s) W-2)			
Total wages:	\$100.00	Federal income tax withheld:	\$10.00
Social security wages:	\$0.00	Social security tax withheld:	\$0.00
Medicare wages and tips:	\$0.00	Medicare tax withheld:	\$0.00

What You Should Do Next

- Keep a printout of this page for 4-7 years as proof of your filing date.
- Distribute the Form(s) W-2 to your employees if you have not already done so.
- Save the official PDF file to your computer.

***** Do not mail us any paper Form(s) W-2 or W-3. *****

Save Your Official Copy

*Important: Save an official copy of the submitted file on your computer *

*This file will be available online until 08-29-2009 *

KVW871.pdf (Final)
[What's in this PDF?](#)

[Tips for printing Form\(s\) W-2](#)

What to Expect

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage. It may take 4-6 weeks for your wage report to process.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.
- If you need to make a correction to this wage report, ensure that the status of the report is COMPLETE. Then you can use the W-2c application to make corrections.

Quit

View Unsubmitted Reports

Start a New Wage Report

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

In order to view or print these files in the PDF format, you will need Adobe's Acrobat® reader. You will need to [download](#) and install the free Acrobat Reader on your computer. Version 5.0 or greater is recommended.

Social Security Administration

Page 18

STEP 19: A print pop-up window will be displayed on top of the Confirmation Receipt - Your File Was Received page. From the print pop-up window you may select one of the following options:

Select the **OK** button to print the Confirmation Receipt - Your File Was Received page.

Select the **Cancel** button to close the pop-up window.



Your wage file will be available for you to review under your BSO account until the date displayed on your Confirmation Receipt - Your File Was Received page.

STEP 20: From the Confirmation Receipt – Your File Was Received page you may select one of the following options:

Select the **Start a New Wage Report** button to return to the Before You Create Your Form(s) W-2/W-3 page and begin a new wage report. Return to [Step 9](#) for more information.

Select the **View Unsubmitted Reports** button to return to the Unsubmitted Reports page ([Page 7](#)). The **View Unsubmitted Reports** button only appears on the Confirmation Receipt – Your File Was Received page if there are unsubmitted reports to be viewed.

Select the **Quit** button to return to the EWR Home page.

The following file manipulation actions are also available:

- Right-click the file link (<filename.pdf>) under the “Save Your Official Copy” heading to display a menu including the following options:
 - Select **Save Target As** to download the file onto your computer.
 - Select **Open in New Window** to view the file.
- Double-click the Wage File Identifier (WFID) link to view the file.

LESSON 2: DOWNLOAD SUBMITTED REPORTS

Follow the instructions below to download an Adobe file containing Forms W-2 and W-3 for a W-2 Online report submitted within the last 30 days.



Submitted wage report files are available for 30 days or until December 31, whichever comes first.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

Social Security Online www.socialsecurity.gov		Business Services Online	
Online Services Availability Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST		Home Questions? Contact Us Search <input type="text"/> <input type="button" value="GO"/>	
Information <ul style="list-style-type: none"> • BSO Electronic W-2 Filing Handbook • SSNVS Handbook • Video - Software Demonstration • Tutorial • Employer Information • Suite of Services • Apply For EIN • Navigation • Online Security Policy • The Privacy Act and the Freedom of Information Act • Contact Us • Electronic Records Express • Government to Government Services Online 		Business Services Online Welcome to Business Services Online	
Effective as of October 2007 , your Personal Identification Number (PIN) is now referred to as your User ID.		Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.	
Information		REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.	
News <ul style="list-style-type: none"> • Wage News • Electronic Records Express News • Social Security Number Verification News • Consent Based SSN Verification • Form SSA-1694 News 		LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.	
		Información para el Empleador en Español	
		Log in to Business Services Online here <input type="button" value="Log In"/>	
		New user? Register for Business Services Online here <input type="button" value="Register"/>	
		Complete Phone Registration what is this? <input type="button" value="Complete Phone Registration"/>	
		Explanation of BSO Services	
		Reporting Wages to the SSA Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file. More information about Reporting Wages	
		Social Security Number Verification Service (SSNVS) For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service. More information about Verifying Social Security Numbers	
		Form SSA-1694 Request for Business Entity Taxpayer Information Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO.AREP.Registration@ssa.gov . Select Login to complete, update or view the Form SSA-1694. Select Register to obtain a User ID and password to complete the Form SSA-1694. More information about the Attorney Fee Service	
		Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.	
USA.gov		Privacy Policy Website Policies & Other Important Information Site Map Last reviewed or modified Wednesday Nov 21, 2007	
		Need Larger Text?	

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

The screenshot shows the Social Security Business Services Online (BSO) login page. The header includes the Social Security Online logo and the BSO Welcome link. The main content area is titled "Log In to Online Services" and is divided into three sections: "Online Services Availability", "New User?", and "Existing User?".

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

New User?

You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Need to complete a [phone/form registration?](#)

Existing User?

Please login in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

User Certification:

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

☐ I have read & agree to these terms.

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN PUBLIC
Logout

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Main Menu

Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

Report Wages To Social Security
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

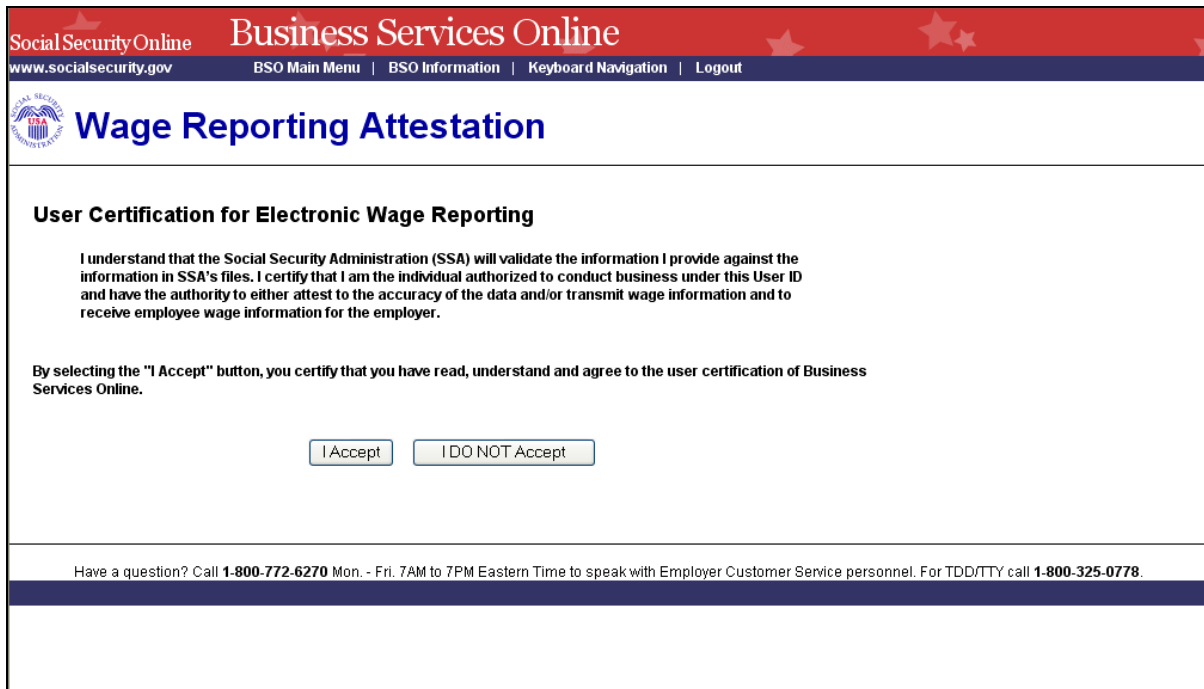
www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.

Report Wages To Social Security

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example on page 24).



Social Security Online Business Services Online

www.socialsecurity.gov BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Wage Reporting Attestation

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.


STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the EWR Home page (see screen example on page 25).

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Keyboard Navigation | Logout



Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online
Forms W-2c/W-3c Online
Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save Submitted Report\(s\) to Your Computer](#)
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Wage Report Status](#)
Check report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

[Alerts and News for EWR](#)
[E-mail a Wage Reporting Expert](#)
[Información en Español](#)

Online Tutorials & Training

[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[Software Demonstration](#)
[FAQs - General Employer](#)

Other Useful Information

- [Before You File](#)
- [Checking SSNs](#)
- [Uploading Formatted Files](#)
- [For Other Electronic Filers](#)
- [General Info about Wage Filing](#)
- [IRS Information](#)
- [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 7: Forms W-2/W-3 Online tab is default.

Select the **Save Submitted Report(s) to Your Computer** link. The system displays the Download Submitted Reports page.









Social Security Online Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Download Submitted Reports

To view, save or print reports submitted to SSA, select the report by the name.
Please note: Files are only available for 30 days and will not be available after that time.

Reports Submitted: 8

WFID	Date Submitted
KWW831.pdf 	07-27-2009
KWW832.pdf 	07-27-2009
KWW833.pdf 	07-27-2009
KWW834.pdf 	07-27-2009
KWW835.pdf 	07-27-2009
KWW837.pdf 	07-27-2009
KWW874.pdf 	07-31-2009
KWW881.pdf 	08-03-2009

[Quit](#) [Start a New Report](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 8: From the Download Submitted Reports page, the following file manipulation actions are available:

- Right-click on the Wage File Identifier (WFID) link to display a menu including the following options:
 - Select **Save Target As** to download the file onto your computer.
 - Select **Open in New Window** to view the file.
- Double-click the Wage File Identifier (WFID) link to view the file.



Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it by pointing your browser to <http://www.adobe.com>.

STEP 9: In the Download Submitted Reports page you may also select one of the following options:

Start a New Report button to proceed to the Before You Create Your Form(s) W-2/W-3 page and begin a new W-2. See [Lesson 1, Step 9](#) for more information.

Quit button to return to the EWR Home page.